

The Heath Family (NW) Multi Academy Trust
PART I - Minutes from the MAT Board meeting held on
Thursday, 8th November 2018 at 9.30 am

9.30 am – Trustees were invited to tour the school.

10.00 am – Mrs Kennedy (Head of School) and Mr Jardine (Executive Principal) provided a detailed presentation to Trustees (see documentation attached). Trustees were also given opportunity to ask questions during the presentation. Mrs Cassin (Chair of Governors) was also in attendance for this part of the meeting. Trustees thanked Mrs Kennedy & Mr Jardine for their presentation, stating that they had found it extremely informative. They also noted the amount of work that has been undertaken by SLT, Governors and staff, to move the school forward. Trustees asked Mrs Kennedy, Mr Jardine and Mrs Cassin to pass on their appreciation. Mrs Kennedy, Mr Jardine and Mrs Cassin then left the room.

10.30 am – Business Meeting began.

Business Meeting					
Present: Helen Stevenson (Chair), Morag Davies, Anantha Subramanayam, Karl Smith, Laura Williams, Edward Vitalis, David Donnelly, Jane Ainsworth, Craig Parkinson		Apologies: David Felix		Non attenders:	
In Attendance: Alison Duckworth, Louise Casey				Clerk: Trish Roberts	
Items	Discussion	Action	Who	When	Notes
1. Welcome, introductions & apologies	Ms Stevenson welcomed everyone to the meeting and introductions were given. Apologies were received and accepted from David Felix.				
2. Declaration of Business and Pecuniary Interests	A copy of the printed register was circulated to Trustees, and one change was noted: Ms Stevenson is no longer a Governor at Carmel College The register of Business Interests will be amended accordingly.	Register of Interests to be updated in light of the notified changes.	P Roberts	ASAP	
3. To receive/ ratify minutes from THF Board	Trustees received electronic copies of the PART I and PART II minutes from the MAT Board meeting held on 20.09.18. There were no amendments to be made and therefore the minutes were accepted as a true record and ratified.				

meeting held on 20.09.18	RESOLVE: That the PART I and PART II minutes of the MAT Board meeting held on 20.09.18 be approved as a correct record and signed by the Chair.				
4. To review matters arising not included on the Agenda (to include Action Tracker)	<p>Matters Arising from Minutes of 20.09.18</p> <p>Page 2 – Agenda Item 3 – Declaration of Business & Pecuniary Interests – the register was circulated to Trustees and amendment/s noted.</p> <p>Page 2 – Agenda Item 5 – Matters Arising (Clerking Services) – Mrs Roberts advised that she has contacted One Education ref the Clerking Services that they offer. Details have been received but it was noted that due to lack of staff capacity they are not in a position to offer clerking support until at least April 2019. Mrs Roberts also advised that One Education’s costs are higher than the other service providers engaged at some of the schools; but that their offer seems to provide more services. Further investigation is needed.</p> <p>Page 3 – Trust Appointed Governors – Mrs Roberts advised that letters of appointment have been sent to the Trust Appointed Governors that had been approved at the meeting held on 20.09.18. The DfE website has been updated with their details.</p> <p>Page 4 – Letter to Principals – Mr Barnes confirmed that the letter was sent to Principals on 10.10.18.</p> <p>Page 4 – Skills Audits – Mrs Roberts advised that Skills Audits have been completed by current Trustees and will be looking to ask any new Trustees to complete it shortly following their appointment.</p> <p>Page 5 – Committee Membership – following discussion it was agreed that Ms Stevenson will meet with Mrs Roberts regarding this agenda item, with a view to speaking with Trustees individually, so that membership of committees can be finalised.</p> <p>Page 8 – Visioning Session – Ms Stevenson explained that due to the problems with trying to agree a date this term, she has asked Mrs Roberts to contact Trustees to request details of their availability during the first half term after the Christmas break. It was noted that this piece of work is extremely important and needs to be completed as soon as possible.</p>	<p>Further investigation re clerking services to take place.</p> <p>Meetings to take place ref Com. membership</p> <p>Trustees to be contacted re availability for Visioning Session – Jan 2019</p>	<p>P Roberts</p> <p>H Stevenson, P Roberts & indiv.Trustees</p> <p>P Roberts</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>	

<p>5. CEO Report dated 20th September received</p>	<p>Trustees received electronic copies of the CEO Report (dated 08.11.18) prior to the meeting.</p> <p>Mr Donnelly reported:</p> <p>Overall Status – general discussion is needed to look at ways that the RAG-rating can be changed so that it evidences ‘progress made’; it was noted that this is required otherwise the Overall Trust Status will always be red until such a time that the Trust’s financial situation is improved, and the FNTI is removed.</p>	<p>CEO report RAG-rating to be investigated, so that it shows ‘progress made’</p>	<p>D Donnelly</p>	<p>ASAP</p>	
	<p>Governance – Impact of LGBs: The Chair of Governors Forum will be focussing on working with LGBs to demonstrate impact. Mrs Roberts and Mrs Ainsworth (Chair of CoG Forum) are due to meet to look at mechanisms that can be put in place to support LGBs, including impact logs/ statements etc; it was also noted that LGBs are in the process of completing skills audits, and that action plans will be produced in the near future.</p>	<p>CoGs to be contacted re the possibility of setting up a MAT Governors Conference; incl venue/dates</p>	<p>P Roberts / J Ainsworth</p>	<p>ASAP</p>	
	<p>Q: Are we still looking for Trustees to attend as observers at LGB meetings?</p> <p>Discussion followed. It was noted that this would be useful; as it would also assist Trustees in assuring themselves of the work taking place at LGB level. Mrs Ainsworth also spoke about The Heath’s Governor Conference and how the LGB had found it really beneficial that Mr Donnelly had been in attendance.</p> <p>Discussion then moved onto the possibility of arranging a MAT-led Governors Conference. It was noted that this had been tried in the past, but logistics had been a problem, in terms of getting all Governors together at the same time. Following further discussion it was agreed that this concept needed to be revisited, and that the first step would be to contact CoGs to ask “if this type of event was set up, in their opinion where would be the best place/date for it to happen”. It was also noted that other educational establishments plan/arrange these events up to a year in advance, and therefore this may be what is needed in this instance. Trustees also suggested that a stipulation for Governors to attend Trust event/s could be added to the draft role specifications.</p> <p>Q: How does the MAT Board link to CoG Forum?</p> <p>It was noted that although the CoG Forum reps are invited to MAT Board meetings, there currently isn’t a link Trustee attending CoG Forum. Following discussion it was agreed that this would be a beneficial link to develop.</p>	<p>Develop Trustee links with CoG Forum</p>	<p>Trust Board / CoG Forum</p>	<p>ASAP</p>	

	<p>Mr Donnelly reported that LGBs have been asked to set their meetings within a specific timeframe. He is also looking to produce a standardised format for Principal Reports. Mr Donnelly stated that a future plan is that a summary Principals report will be produced for the Board, which shows the risks assessed at each school. The report would provide details of what is working/not working, and would be used as a vehicle for Trustees to assess any support/interventions that the Trust can offer.</p> <p>Q: Are there any vulnerabilities within the LGBs that Trustees need to be aware of? A: We still have a number of Governor vacancies across the Trust, which we are working to fill. A number of strong governor appointments have recently been made in respect of TPS. Mrs Ainsworth spoke about vacancies at PFPS, and it was noted that she will be attending a school parents evening at the end of the day in an effort to highlight the importance of parental representation within the LGB.</p> <p>School Improvement – it was noted that the Primary SAIL has carried out a review of CPD approaches and capacity across all Trust schools. A report will be produced for consideration by the E&S Committee. Relationships with other Trust continue to be developed, with excellent support being provided by The Shaw Trust; this will work will continue to be developed. Discussion followed regarding communication between schools and the Trust when engaging in support services, and what processes the Trust has in place to quality assure the provision.</p> <p>Ofsted – TPS are still working towards/getting ready for an inspection, which remains an imminent possibility. Discussion followed regarding the Ofsted Framework. It was also noted that Mr Donnelly has attended a Framework for Inspection of Trusts session with the DfE.</p> <p>Attendance – discussion took place regarding attendance figures and the impact this has on student progress; this remains a focus of the Trust.</p> <p>Exclusions – a Trust-wide review of exclusion levels will be commissioned. The results will be shared with Trustees.</p> <p>Communications – the annual Trust review meeting with the RSC took place on 04.10.18. Trustees were provided with a brief verbal summary of the meeting.</p>	<p>Summary Principals Report to be developed and presented to Trust Board</p>	<p>D Donnelly</p>	<p>ASAP</p>	
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<p>6. Governance Documentation</p>	<p>Trustees were provided with electronic copies of the following documents:</p> <p>Terms of Reference: Local Governing Bodies</p> <p>Role Specifications: Members (for info only), Chair of Trustees, Trustee, Chair of Governors & Local Governor</p> <p>Code of Conduct: Trustees & Local Governors</p> <p>Ms Stevenson raised concern regarding some of the wording within the draft Local Governor Role Specification. Following discussion it was agreed that Trustees would read the above documents in conjunction with the High Level of Responsibilities document, and make any comments/suggestions as appropriate. Trustees agreed to send responses to Mrs Roberts within a fortnight (w/e 23.11.18).</p> <p>Q: Has the Trust received any responses back from the LGBs with regards to the LGB-related documents?</p> <p>A: The Chair of Governors from DPS has raised concern regarding the removal of the LGB role within finance.</p> <p>Discussion followed and it was agreed that all governors have a finance function, although responsibility sits with Trustees, CEO & Principals; and therefore a form of words to this effect needed to be written into the document to show this. Mr Donnelly will look to reflect this in the document and present it to the Trust Business & Finance committee</p>	<p>LGB Terms of Reference to be updated to show LGB finance function.</p>	<p>D Donnelly</p>	<p>ASAP</p>	
<p>7. LGB Reconstitution Update</p>	<p>Mr Donnelly reported:</p> <p>Reconstitution documents have been produced for LHS, DPS & HPS, in line with the documentation that Trustees approved when BWP, THS, SWS, & TPS went through their reconstitution processes. Likewise, a constitution document has been produced for LMP in line with the document that was produced for PFPS when their LGB was constituted in April.</p> <p>Chairs of Governors (CoGs) have been asked to review the documents with their LGBs and to come back with any queries/questions or if they are happy to approve the document, provide details of when it was approved by their full governing body. CoGs have also been</p>				

	<p>asked to send their Trust Appointed Governor nominations to Mrs Roberts, so that they can go through the approval processes.</p> <p>Trustees were also advised that a number of Trust Appointed Governor nominations have been approved via Chairs Action since the last meeting. They are as follows:</p> <p>SWS: David Cooper, Anthony Coxhill, Judith Rock, Raymond Cartwright, David Jobling & Joanna Young</p> <p>TPS: Russ Owens, Peter Murphy & Thalia Bell</p> <p>BWP: Melanie Pitt</p> <p>PFPS: Nicola McNamee</p> <p>DPS: Hilary Watts</p> <p>Q: <i>Has an induction pack been developed for governors?</i> A: <i>Not at Trust level.</i></p> <p>Following discussion it was agreed that Mrs Roberts will work with the CoG representatives from CoG Forum to develop a Trust Induction pack.</p>	Trust-led Governor induction pack to be produced.	P Roberts, J Ainsworth & D Felix	ASAP	
8. AoB	<p>Education & Standards Committee Update</p> <p>Mr Barnes reported that a very positive meeting had taken place on 17th October; with a good balance of challenge and support. Eight of the schools have relatively new leadership/executive leadership staff; however signs are positive.</p> <p>Business & Finance Committee Update</p> <p>Ms Davies reported on the key developments from the B&F meeting held on 18.10.18: finances remain very tight, and the core financial team continue to monitor closely. Trustees also commented on the finance presentation which took place during the meeting, stating that they had found it very useful. The Trust finance team are also in the process of arranging a finance training day/session for Trustees to attend.</p> <p>Meeting Format</p> <p>Mr Donnelly asked Trustees for their opinion in relation to the new format of Trust Board meetings. Trustees stated that they enjoyed the tour of the school and found the presentation very useful. Following further discussion it was agreed to time the tour half an hour earlier, ie 9.00 – 9.30 am.</p>				

	<p>Meeting Schedule incl. venues Trustees received an updated copy of the meeting schedule which gave details of suggested venues for future meetings. Mr Donnelly explained the rationale behind allocation of meetings and venues. Following discussion the proposed venues were agreed.</p>	Principals to be notified of the proposed meeting schedule & venues.	D Donnelly / P Roberts	ASAP	
<p>9. Date/s for Autumn Term Board Meetings</p>	<p>Board: Thursday 14th March 2019 Committees: E&S: Thursday 27th February 2019 B&F: Thursday 20th December 2018 & Thursday 7th March 2019</p>				

Meeting closed at 11.30 am

These minutes are approved as a true record of the meeting

Signed:

[Helen Stevenson]

Date: 14th March 2019

Chair's initials to record approval of minutes:

Date: 14.03.19